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12-4-74



RELEASED

Out-Of-City Travel B 118638 ✓

Department of Human Resources
Public School System
District of Columbia

**BY THE COMPTROLLER GENERAL
OF THE UNITED STATES**

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DEC 4, 1974



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON D C 20548

B-118638

The Honorable H R Gross
House of Representatives

Dear Mr Gross

Your letter dated October 26, 1973, asked us to review out-of-city travel by officials of the District of Columbia's Department of Human Resources (DHR) and the City's public school system. We agreed to cover the extent of travel by top DHR and school officials, including attendance at conferences and conventions. We have also included information on the amount of District and Federal grant funds spent for out-of-city travel and the controls over such travel and related improvement actions.

The District of Columbia Appropriation Acts, Public Law 92-344 for fiscal year 1973 and Public Law 93-91 for fiscal year 1974, limited the amount of appropriated funds for out-of-city travel by the District Government to \$200,000 and \$210,000, respectively. The District Appropriation Acts for several prior years also placed a dollar limit on travel.

In the fiscal year 1972 District appropriation hearings, the Senate Subcommittee of the Committee on Appropriations expressed concern about the amount of out-of-city travel by District officials. At that time most out-of-city travel was charged to appropriated funds, however, since then the District substantially increased the use of grant funds.

In the Senate hearings on the fiscal year 1972 District of Columbia appropriations, the District reported that the total cost of out-of-city travel for the first 6 months of fiscal year 1971 was \$271,459, of which \$218,289 was funded from appropriations and \$53,170 was funded from Federal grants. Of the \$218,289, DHR spent \$27,720 and public schools \$27,390. DHR incurred \$40,523 of the \$53,170 while public schools incurred none. Data was not available on the amount of grant funds used for out-of-city travel for the last half of fiscal year 1971 and for fiscal year 1972.

The District's Office of Budget and Financial Management allotted a portion of the \$200,000 and \$210,000 appropriated funds to public schools and DHR for out-of-city travel. For fiscal years 1973-74, public schools were allocated \$30,000 and DHR \$66,000. In contrast,

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grant funds for public schools' out-of-city travel totaled about \$194,000 for fiscal years 1973-74. We could not obtain a similar amount for DHR because Federal grant funds were not segregated for local and out-of-city travel. Also, the accounting records were poorly maintained and therefore, we could not readily make such a determination. Such data, if accumulated separately, could help management to monitor out-of-city travel chargeable to grant funds.

About \$288,000 in grant funds for all travel was available to three DHR organizational units we reviewed in fiscal years 1973-74. There is no legal limit on the total grant funds that can be spent for out-of-city travel. Each grant, however, specifies the amount of travel required to carry out the grant.

The appropriation limit for out-of-city travel, therefore, appears to have little value in limiting the amount of travel to places outside the city when the District can use grant funds for such purposes.

We also noted that DHR and public schools' controls for out-of-city travel need strengthening to insure that (1) travel vouchers are submitted promptly after trips are completed, (2) employees' travel advances are recovered when an immediate need no longer exists, (3) the number of individuals authorized to attend the same meeting or convention is limited to those considered essential, and (4) travel claims are approved by an official who has knowledge of the trip before reimbursing employees for claimed expenses.

Actions taken or planned by DHR and public schools and our comments on these matters follow:

TRAVEL FUNDS AVAILABLE AND SPENT

Public schools' records show the following amounts available and spent for out-of-city travel by the school system:

	FY 1973 appropriated <u>funds</u>	FY 1974 appropriated <u>funds</u>	FY 1973-74 Federal grant <u>funds</u>	<u>Total funds</u>
Funds available	\$14,000	\$16,000	\$193,900	\$223,900
Expenditures as of 12-31-73	13,200	5,300	60,100	78,600

We reviewed the travel of three of DHR's six organizations--Executive Direction and Support, Mental Health Administration, and Community Health and Hospitals Administration. According to DHR officials, employees of these organizations did most of the out-of-city travel. We could not obtain the total available Federal grants for out-of-city travel because DHR did not accumulate this data separately for out-of-city travel. The funds available and spent by these employees are shown below.

	FY 1973		FY 1974		FY 1973-74	
	Appropriated funds available	Expenditures as of 12-31-73	Appropriated funds available	Expenditures as of 12-31-73	Federal grant funds available for all travel	Expenditures for out-of-city travel as of 12-31-73
Executive Direction and Support	\$ 3,100	\$ 2,113	\$ 9,700	\$ 877	\$105,729	\$40,786
Mental Health Administration	4,400	4,610	4,000	2,889	58,665	27,971
Community Health and Hospitals Administration	7,500	4,558	6,600	327	123,863	22,159
	<u>\$15,000</u>	<u>\$11,281</u>	<u>\$20,300</u>	<u>\$4,093</u>	<u>\$288,257</u>	<u>\$90,916</u>

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Travel by top officials

Our review of travel by officials in the public school system included Board of Education members, employees at the Assistant Superintendent level and above, and General Schedule (GS)-14 employees. Because of the large number of officials in DHR, we limited our review to the GS-15 officials and above. A summary of travel by these officials follows.

<u>Period</u>	<u>Public schools</u>				
	<u>Number of top officials</u>	<u>Number who traveled</u>	<u>Total number of trips</u>	<u>Total number of days on travel</u>	<u>Total cost of trips</u>
7-1-72 to 6-30-73	34	22	49	143	\$11,359
7-1-73 to 11-30-73 (note a)	<u>39</u>	<u>17</u>	<u>28</u>	<u>94</u>	<u>9,237</u>
Total	<u>73</u>	<u>39</u>	<u>77</u>	<u>237</u>	<u>\$20,596</u>
	<u>DHR--three organizational elements</u>				
7-1-72 to 6-30-73	200	36	93	325	\$18,413
7-1-73 to 12-31-73	<u>220</u>	<u>28</u>	<u>52</u>	<u>179</u>	<u>11,001</u>
Total	<u>420</u>	<u>64</u>	<u>145</u>	<u>504</u>	<u>\$29,414</u>

^aOn the basis of information gathered at the time of our fieldwork at public schools.

The reasons for the travel are shown below

	<u>Number of trips</u>	
	<u>Public schools</u>	<u>DHR</u>
Attending conferences and conventions	50	101
Meetings with Department of Health, Education, and Welfare's (HEW's) regional office officials	3	41
Interviewing applicants for Superintendent of Public Schools	17	-
Other (such as training courses, personnel matters, etc)	<u>7</u>	<u>3</u>
Total	<u>77</u>	<u>145</u>

Trips taken by each official, including cost, number of days on travel, and purpose of the trip are shown in detail in appendixes I and II. We estimated the travel costs and the number of days on travel on the basis of information from travel requests and other documents in instances where a travel voucher could not be located.

SIMILAR TRAVEL BY OFFICIALS

We reviewed all travel by two or more public schools' officials attending the same meeting or convention financed by appropriated funds. Because of the numerous grants awarded to the public schools and the time it would have required to review each grant, it was necessary to restrict our review to two large grants. While our review of DHR was limited to travel by five or more officials attending the same conference or meeting, it covered most of the DHR travel costs. Selected data for travel involving multiple attendance by public schools' and DHR officials follows:

<u>Period</u>	<u>Public schools</u>		<u>DHR</u>	
	Number of trips by two or more <u>employees</u>	Total cost <u>of trips</u>	Number of trips by five or more <u>employees</u>	Total cost <u>of trips</u>
7-1-72 to 6-30-73	16	\$21,483	10	\$20,245
7-1-73 to 11-30-73	6	4,426	-	-
7-1-73 to 12-31-73	<u>-</u>	<u>-</u>	<u>7</u>	<u>14,366</u>
Total	22	\$25,909	17	\$34,611

The purposes of these trips are shown below

	<u>Public schools</u>	<u>DHR</u>
Attending conferences, conventions, and training sessions	16	15
Interviewing applicants for Super- intendent of Public Schools	4	-
Meeting with HEW regional office officials	-	1
Other (such as training courses, personnel matters, etc)	<u>2</u>	<u>1</u>
Total	22	17

Eighteen of the public school trips included 2 to 4 employees and the remaining 4 trips included 5, 7, 7, and 25 employees. The group of 25 attended the International Reading Association Conference in Denver, Colorado, and included teachers and administrators. The Executive Director, the supervisor for most of the attendees, said the large number of school officials were sent to this conference, rather than sending a few school officials to various other meetings throughout the year, because it was the first opportunity for District school personnel to meet with others from around the country who work with students with similar needs.

Ten of the 17 DHR trips were made by 9 to 18 employees each. In one trip, nine employees attended the American Psychiatric Association Annual Convention in Honolulu, Hawaii, at a cost of \$4,882. The other seven trips were made by five or more travelers.

The positions and job descriptions of the employees on the Hawaii trip indicate that two of those attending did not have responsibilities closely related to the subject of the convention. The DHR Controller said that, in connection with his new duties of reviewing travel requests, under a recent procedure change, he would not have approved the travel of these two officials. Before this change, individual travel requests were independently approved by various DHR officials.

With regard to the other 16 trips, the Controller stated that he would have questioned the need for some employees making these trips. DHR's actions to strengthen the control over travel are discussed in the next section.

Trips taken by two or more officials in public schools and five or more in DHR, for the same purpose, including their cost and duration are shown in detail in appendixes III and IV.

ADEQUACY OF CONTROLS OVER TRAVEL

Public school and DHR's control over out-of-city travel need strengthening. We noted that travel vouchers were not submitted promptly and travel advances were outstanding for long periods of time. This causes cash balances to be overstated and does not allow the timely recording of expenses in the accounting records. Without complete data, management cannot meaningfully assess the status of travel funds. Travel advances held for long periods allow employees to use Government funds for personal use.

Our review of the records for 151 trips by public school officials and 269 trips by DHR officials during fiscal years 1973-74 showed that, in 23 cases, employees had not submitted vouchers although they had completed the trips many months earlier. In nine other cases, 90 or more days had elapsed before the vouchers were submitted. We also noted that in 41 cases employees' travel advances were still outstanding at the time our fieldwork was completed. These results are shown below.

	<u>Number of trips</u>	
	<u>Public schools</u>	<u>DHR</u>
Reimbursement vouchers not submitted when our fieldwork was completed	9	14
Reimbursement vouchers not submitted promptly	3	6
Travel advances outstanding when our fieldwork was completed	14	27

Public school and DHR records show that for the 23 vouchers that had not been submitted when our fieldwork was completed, 3 to 14 months had elapsed since the trips were taken, with most of the trips over 7 months old. The nine vouchers that were not submitted promptly took the traveler from 3 to 7 months to submit the voucher. For the 41 trips in which employees received travel advances and for which no voucher had been submitted when our fieldwork was completed, the travel advance had been outstanding between 4 to 14 months. Most of the travel advances have been outstanding over 6 months.

Public school officials said they are preparing a travel instruction that will require all reimbursement claims to be submitted within 30 days after the travel has been completed. Also, followup procedures will be implemented to review travel records and to request travelers to submit overdue vouchers. These actions in public schools should strengthen accounting controls over travel by encouraging prompt submission of vouchers.

DHR has also taken followup action requesting travelers to account for 200 outstanding travel advances. The DHR Controller stated that accounting personnel will be instructed to followup on all trips where no voucher has been submitted after 90 days. These actions should help strengthen DHR's accounting controls over travel by encouraging the prompt submission of vouchers and early settlement of outstanding travel advances.

During the latter part of the period covered by our review, the following DHR procedures were implemented to control travel:

- The DHR Controller now reviews and approves all travel requests. The review responsibilities include evaluating the need for multiple attendees at the same conferences and conventions with all questionable travel requests to be referred to the Director for his final decision.
- Officials attending conferences and conventions must make a report and submit it to the Deputy Director for his review. The purpose of the review is to assess the benefits derived from such travel and determine whether there is a need to disseminate the information to other DHR personnel.

These procedures had not been implemented long enough to adequately evaluate them in all instances. However, they should help to insure appropriate review of the need for multiple attendance at conferences and conventions and that knowledge obtained by travelers is disseminated to other interested employees.

We also noted that, in many cases, DHR erroneously recorded out-of-city travel costs as local travel. The Controller advised us that accounting personnel have been instructed to check the account, object class, and appropriations more carefully on all accounting documents.

There were also shortcomings in reviewing and approving vouchers for payment in public schools and DHR. Procedures require that vouchers be reviewed and approved by an official in their accounting office before certification. The official who initially approved the travel request does not review the voucher. Although the accounting office official can compare the voucher with the related travel authorization, this procedure does not meet the requirement that it be approved only by the proper administrative officer familiar with the contents of the claim. Instructions for approving and certifying the accuracy of travel vouchers are contained in the General Accounting Office Policy and Procedures Manual for guidance of Federal agencies. Title VII, section 23 1, of the manual provides that

"Each voucher, voucher-schedule, invoice or bill used in lieu of a prescribed voucher shall be approved for payment by the proper administrative officer who is cognizant of the facts stated therein and be certified by an authorized certifying officer as provided in Sections 82c and 82f of Title 31 of the United States Code. When one person is authorized to both approve and certify a voucher, he is required to sign the voucher only as the certifying officer."

Title VII, section 28 12, also provides that

"* * * the procedures and controls of departments and agencies should include adequate administrative procedures for systematically examining disbursement and collection transactions to verify their legality, propriety, and correctness at the point in time when any needed preventive or corrective action can be most effectively taken."

Public schools' and DHR's current practice permits officials to review and approve employees' travel vouchers that do not have direct knowledge of the trips. We believe administrative approval of vouchers by officials initially authorizing such travel would provide needed assurance to the certifying officer that the travel was performed as authorized.

The Office of Municipal Audit and Inspection is responsible for auditing and evaluating all programs' functions and controls of each department and agency in the District of Columbia. Office officials said in recent years they have not performed travel audits at public schools and DHR.

RECOMMENDATIONS TO THE COMMISSIONER

We recommend that the Commissioner insure that

- All proposed out-of-city travel in public schools--individual or group--is reviewed and approved by a designated official before the trips are taken
- All travel vouchers are submitted promptly after completing the trips
- Review procedures are established to insure prompt recording of travel costs
- All travel advances outstanding more than 30 days be collected
- All travel vouchers be approved by an appropriate official having knowledge of the travel to provide further assurance to the certifying officer that the trip was performed as authorized
- The adequacy of administrative and accounting controls for travel, especially out-of-city travel, are periodically reviewed by the Director, Office of Municipal Audit and Inspection

As you requested, we have not obtained comments on this report from the District of Columbia Government. We did, however, discuss our observations with District officials and their comments were considered in preparing this report.

We do not plan to distribute this report further unless you agree or publicly announce its contents. We want to invite your attention to the fact that this report contains recommendations to the Commissioner which are set forth on this page. As you know, section 236 of the Legislative Reorganization Act of 1970 requires the head of the District of Columbia to submit a written statement on actions he has taken on our recommendations to the House and Senate Committees on Government Operations not later than 60 days after the date of the report and the House and Senate Committees on Appropriations with the agency's first request for appropriations made more than 60 days after the date of the report. When we obtain your agreement to release the report, we will make it available to the Commissioner and the four committees for the purpose of setting in motion the requirements of section 236.

Sincerely yours,



Comptroller General
of the United States

PUBLIC SCHOOLS OFFICIALS' OUT-OF-CITY TRAVEL
DURING FISCAL YEARS 1973-74 (note a)

<u>Traveler/position</u>	<u>FY in which travel occurred</u>	<u>Location visited</u>	<u>Number of days on travel (note b)</u>	<u>Cost of travel (note b)</u>	<u>Purpose of travel</u>
Marion Barry, Jr , former President, Board of Education	1973	St. Thomas, V.I.	2	\$ 203	HEW Region III Inter- state Project
	1973	Anaheim, Calif., via Memphis, Tenn.	4	600	National School Boards Association Annual Convention
	1973	Amherst, Mass.	1	114	Presentation at Univer- sity of Massachusetts-- "Change within the D.C. School System"
	1973	Miami, Fla.	1	240	To interview applicants for Superintendent of D.C. Public Schools
	1974	San Francisco, Calif	4	522	To interview candidates for Superintendent of D.C. Public Schools
	1974	Chicago, Ill.	1	180	To interview candidates for Superintendent of D.C. Public Schools

Marion Barry, Jr (cont.)	1974	Chicago, Ill	5	357	Conference of Black College Presidents and the National Business League Convention
	1974	Oakland, Calif.	<u>2</u>	<u>489</u>	Directed by the Board of Education to attend the funeral of Oakland Superintendent of Schools
			<u>20</u>	<u>\$2,705</u>	
Charles Cassell, former member, Board of Education	1973	Miami, Fla.	1	\$ 240	To interview candidates for Superintendent of D.C. Public Schools
	1973	New York, N Y	1	118	To interview candidates for Superintendent of D C Public Schools
	1973	Anaheim, Calif	5	600	National School Boards Association Annual Convention
	1973	Berkeley, Calif	2	500	Unified school districts testing program in black studies
	1974	Chicago, Ill.	<u>2</u>	<u>302</u>	Interview candidates for Superintendent of D.C. Public Schools
			<u>11</u>	<u>\$1,760</u>	

Paul E. Cawein, former Assistant Superintendent, Career Development	1973	Philadelphia, Pa.	1	\$ 52	Regional Vocational Education and Rehabili- tation Conference
	1973	Chicago, Ill	5	134	American Vocational Association Conference
	1974	Atlanta, Ga	<u>4</u>	<u>226</u>	Not shown on travel documents
			<u>10</u>	\$ <u>412</u>	
James E. Coates, former member, Board of Education	1973	Atlantic City, N J	2	\$ 200	National Conference on Social Welfare
	1974	Chicago, Ill.	1	160	To interview candidates for Superintendent of D.C. Public Schools
	1974	San Francisco, Calif.	2	460	To interview candidates for Superintendent of D.C. Public Schools
	1974	St. Louis, Mo	<u>3</u>	<u>290</u>	Council of Great City Schools
			<u>8</u>	<u>\$1,110</u>	

Dr Mildred Cooper, Assistant Super- intendent, Research and Evaluation	1973	Philadelphia, Pa	<u>1</u>	\$ <u>22</u>	Emergency School Assis- tance Act orientation meeting
Preston G. Freeman, former Assistant Superintendent, Pupil Personnel	1973	Philadelphia, Pa	3	\$ 122	The National Association of Pupil Personnel Administration
	1973	San Juan, P.R.	<u>5</u>	<u>555</u>	The Division of School Psychology for the American Psychological Association--A workshop for professionals in- volved with children and change
			<u>8</u>	\$ <u>677</u>	
J Weldon Greene, Executive Assistant, Office of the Superintendent	1973	Seattle, Wash Portland, Ore. San Francisco, Calif.	6	\$ 600	Visit innovative second- ary school facilities for the Fort Lincoln New Town
	1974	Atlanta, Ga.	<u>2</u>	<u>175</u>	Agency for Instructional Television--regional meeting
			<u>8</u>	\$ <u>775</u>	

Dr. James T. Guines, Associate Super- intendent, Instruc- tional Services	1973	Philadelphia, Pa.	1	\$ 30	Negotiate Emergency School Assistance Act contract with Regional Office of Education
	1973	Atlanta, Ga.	<u>2</u>	<u>173</u>	Atlanta Public Schools-- Four Quarter Seminar
			<u>3</u>	\$ <u>203</u>	
Dr Dorothy L Johnson, Assistant Superintendent, Elementary Edu- cation	1973	Minneapolis, Minn.	4	\$ 311	National Conference of the Association for Supervision and Curricu- lum Development
	1973	Minneapolis, Minn.	<u>3</u>	<u>-</u>	Training Center for Open Space Schools
			<u>7</u>	\$ <u>311</u>	
Leslie E Jones, Division Director, Employer-Employee Relations	1974	Atlanta, Ga.	<u>3</u>	\$ <u>400</u>	Collective Bargaining Workshop--National School Board Association
Rev. Raymond B Kemp, member, Board of Education	1973	New York, N.Y.	1	\$ 96	To interview applicants for Superintendent of D.C. Public Schools
	1974	Chicago, Ill. San Francisco, Calif.	<u>5</u>	<u>580</u>	Interview candidates for Superintendent of D.C. Public Schools
			<u>6</u>	\$ <u>676</u>	

Hilda Mason, member, Board of Education	1973	Anaheim, Calif.	10	\$ 776	National School Boards Association Annual Convention
	1973	New York, N.Y.	1	77	To interview applicants for Superintendent of D.C. Public Schools
	1974	Chicago, Ill	1	160	Interview candidates for Superintendent of D.C. Public Schools
	1974	San Francisco, Calif	<u>4</u>	<u>580</u>	Interview candidates for Superintendent of D.C. Public Schools
			<u>16</u>	<u>\$1,593</u>	
Junius McCain, Director, Division of Automated Information Service	1973	Cherry Hill, N.J	<u>1</u>	<u>\$ 75</u>	To produce equalization computer runs
	1974	New York, N.Y	<u>2</u>	<u>\$ 160</u>	College Entrance Exam- ination Board annual meeting
Floretta McKenzie, former Deputy Superintendent					
Dr Wilbur A. Millard, Assistant Super- intendent, Pupil Personnel Services	1973	New York, N Y	2	\$ 135	Invitational Conference on Testing Problems

Dr Wilbur A. Millard (cont.)	1973	New York, N.Y	5	186	National Association of School Association Conference
	1973	Atlanta, Ga.	3	237	American Personnel and Guidance Association Conference
	1974	St. Louis, Mo.	2	240	Eighth Annual National Association Pupil Personnel Administrators Conference
	1974	New York, N Y.	3	200	Psychological Corp , Test Division
	1974	Montreal, Quebec, Canada	<u>4</u>	<u>275</u>	American Psychological Association, 81st Annual Conference
			<u>19</u>	<u>\$1,273</u>	
Vincent E Reed, Assistant Super- intendent, Secondary Education	1973	Miami Beach, Fla	3	\$ 150	Frontline Conference for Assistant Principals
	1973	Tampa, Fla.	2	205	Represent D.C. Public Schools at a funeral-- Mr. Alphonso Brown, school employee slain at Wilson Senior High School

Vincent E. Reed (cont)	1973	Dallas, Tex	5	298	National Association of Secondary School Principals Convention
			<u>10</u>	\$ <u>653</u>	
William Rice, Assistant Super- intendent, Anacostia Community School Project	1973	Minneapolis, Minn.	<u>3</u>	-	7th Annual Symposium-- Minnesota Schools Facilities Council
Hugh J. Scott, former Superintendent of Schools	1973	Milwaukee, Wis.	3	\$ 260	Conference of Large City Superintendents
	1973	Atlanta, Ga.	3	201	National Alliance of Black School Super- intendents
	1973	New Orleans, La.	3	289	National Alliance of Black School Super- intendents
	1973	Atlantic City, N.J	5	149	American Association of School Administrators
	1973	Buffalo, N Y.	1	102	Meeting with President of Buffalo State University
	1973	Minneapolis, Minn.	4	271	The Association for Supervision and Curriculum Development

Hugh J Scott (cont)	1973	Miami Beach, Fla	3	291	National Alliance of Black Superintendents
	1973	Chicago, Ill	2	200	Superintendent's Planning Committee Meeting
	1973	Atlanta, Ga.	<u>2</u>	<u>170</u>	Visit school facilities as initial survey for the secondary school for the Fort Lincoln New Town
			<u>26</u>	<u>\$1,933</u>	
			<u>1</u>	<u>60</u>	
Kenneth E Shaw, former Superinten- dent of Operations, Buildings and Grounds Division	1974	Philadelphia, Pa	<u>1</u>	<u>60</u>	Mid-Atlantic Federal Region Council Conference
Barbara Sizemore, Superintendent of Schools	1974	Washington, D C , from Portland, Ore.	<u>4</u>	<u>\$ 400</u>	Interview for Superinten- dent of D C. Public Schools
Joseph M. Stewart, Director, Food Services	1973	Louisville, Ky	4	\$ 231	Sectional Workshop for State Child Nutrition Directors
	1973	Hartford, Conn	2	139	Meeting--State Directors of Food Services

Joseph M Stewart (cont.)	1974	New Orleans, La.	<u>7</u>	<u>537</u>	American School Food Service Association Annual Conference
			<u>13</u>	\$ <u>907</u>	
Martha S Swaim, former Vice President, Board of Education	1973	New York, N Y	1	\$ 84	To interview applicants for Superintendent of D.C. Public Schools
	1974	Chicago, Ill.	1	160	Interview candidates for Superintendent of D.C. Public Schools
	1974	San Francisco, Calif.	<u>3</u>	<u>500</u>	Interview candidates for Superintendent of D.C. Public Schools
		.	<u>5</u>	\$ <u>744</u>	
Harris M Taylor, Director, Division of Federal Programs	1973	Philadelphia, Pa	2	\$ 76	Basic Educational Opportunity Grant Program
	1973	Jacksonville, Fla	2	233	Impacted Area School Midwinter Federal Aid Conference
	1974	Atlanta, Ga	3	225	Meetings to provide assistance to State educational agencies on the implementation of Elementary and Secondary Education Act, Title V, Comprehensive Planning and Evaluation

Harris M. Taylor (cont.)	1974	Las Vegas, Nev.	4	600	Elementary-Secondary Education Act, Title III Conference of State Coordinators and Chairman of State Advisory Council
			<u>11</u>	<u>\$1,134</u>	
Mary G. Turner, Director, Adult Education Demonstration Center	1973	Columbus, Ohio	4	\$ 200	Adult-Vocational Educational National Conference
	1973	Minneapolis, Minn.	<u>5</u>	<u>410</u>	Joint Annual Conference, Adult Education Association, National Association for Public Continuing and Adult Education
			<u>9</u>	\$ <u>610</u>	
Merle Van Dyke, Assistant Superintendent, Special Education	1974	Squaw Valley, Calif.	14	c\$ 430	National Leadership Training Institute for Gifted and Talented Educational Programs
	1974	Las Vegas, Nev.	<u>5</u>	<u>389</u>	Teachers/Educators for Children with Behavioral Disorders
			<u>19</u>	\$ <u>819</u>	

Evie M. Washington, former member, Board of Education	1973	Anaheim, Calif	4	\$ 537	National School Boards Association Annual Convention
	1973	Denver, Colo.	<u>5</u>	<u>359</u>	International Reading Conference
			<u>9</u>	\$ <u>896</u>	
Edward Winner, Director, Division of Budget	1974	Chicago, Ill.	<u>2</u>	\$ <u>180</u>	Educational Leadership Program
Granville Woodson, former Assistant Superintendent, Building and Grounds	1973	New York, N Y	<u>2</u>	\$ <u>108</u>	Metropolitan School Facilities Planning Group and Urban School Round Table

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^aOfficials include Board of Education members, employees at the Assistant Superintendent level and above, and GS-14 employees Fiscal year 1974 travel is from July through November 1973.

^bCost of travel and number of days are based on estimates from the travel request and related documents in cases where a reimbursement voucher could not be located. Travel costs are not included in cases where travel was paid by a private organization

^cPortion of travel cost paid by the National Leadership Training Institute.

DHR OFFICIALS' OUT-OF-CITY TRAVEL
DURING FISCAL YEARS 1973-74 (note a)

EXECUTIVE DIRECTION AND SUPPORT

<u>Traveler/position</u>	<u>FY in which travel occurred</u>	<u>Location visited</u>	<u>Number of days on travel (note b)</u>	<u>Cost of travel (note b)</u>	<u>Purpose of travel</u>
Elizabeth Alexander, License Officer	1973	Baltimore, Md	<u>1</u>	\$ <u>9</u>	Interstate meeting on Licensing to prepare for Workshop on Licensing for Child Welfare League of America Conference
Alexander Anderson, Chief, Office of Veterans Affairs	1973	Ocean City, Md.	4	\$ 175	National Convention of the Association of State Directors of Veterans Affairs
	1974	Little Rock, Ark.	<u>4</u>	<u>285</u>	Do.
			<u>8</u>	\$ <u>460</u>	
Charles Baron, Acting Administrative Officer, Community Health and Hospital Administration	1973	From Atlanta, Ga , to Washington, D.C.	<u>2</u>	\$ <u>175</u>	To meet with Director, for prospective employment

James Bohannan, Executive Assistant to the Director	1973	Chicago, Ill.	2	\$ 163	Meeting of Black Adminis- trators in Child Welfare
	1973	Newark, Del.	3	112	American Society for Pub- lic Administration Annual Conference
	1973	Los Angeles, Calif	5	468	1973 National Conference on Public Administration
	1974	San Francisco, Calif	6	480	American Public Health Association Annual Meeting
	1974	New York, N Y.	<u>6</u>	<u>188</u>	National Medical Associ- ation Convention
			<u>22</u>	<u>\$ 1,411</u>	
James Butts, Chief, Comprehensive Social Rehabilitation Planning Division, Office of Planning	1973	Philadelphia, Pa	1	\$ 22	HEW region III, Fort Lincoln Project
	1973	New York, N Y	4	176	Conference of National Association of Black Social Workers
	1974	Dallas, Tex.	2	218	Integrated Human Services Delivery Conference
	1974	Philadelphia, Pa	<u>1</u>	<u>42</u>	HEW region III meeting
			<u>8</u>	<u>\$ 458</u>	

Shepard Cohen, Controller	1973	Philadelphia, Pa	1	\$	22	Meeting with region III HEW officials
	1974	Philadelphia, Pa.	<u>1</u>		<u>27</u>	HEW Social Rehabilitation Service Conference
			<u>2</u>	<u>\$</u>	<u>49</u>	
Marguerite Dalton, Chief, Comprehensive Health Planning Division, Office of Planning	1973	Atlanta, Ga	1	\$	159	State Advisory Board Meeting
	1973	Philadelphia, Pa	1		92	Wage-Price Seminar
	1973	Philadelphia, Pa	1		72	HEW region III meeting on Comprehensive Health Planning
	1973	Downingtown, Pa	2		78	Region III HEW orientation session
	1973	San Diego, Calif	7		517	American Association for Comprehensive Health Planning
	1973	Boston, Mass	4		276	1973 Group Health Institute
	1974	San Francisco, Calif	<u>5</u>		<u>590</u>	American Public Health Association Annual Meeting
			<u>21</u>	<u>\$</u>	<u>1,784</u>	

Joseph L Douglas, Jr , Deputy Director	1973	San Juan, P R	4	\$ 245	American Public Welfare Association Northeast Regional Conference
	1973	Wilmington, Del	1	19	State administrators' meeting
	1973	Washington, D C	<u>3</u>	<u>79</u>	To return to D C. from a training course in Boston to attend HEW meeting and consult the Director
			<u>8</u>	<u>\$ 343</u>	
Roselyn Epps, Chief, Maternal and Child Health Division	1974	San Francisco, Calif	<u>5</u>	<u>\$ 450</u>	American Public Health Association Annual Meeting
Roberto Fuentes, former Chief, Research and Statistics Division, Office of Planning	1973	Montreal, Canada	5	\$ 258	American Statistical Association Conference
	1973	Raleigh, N C	1	75	To consult with officials of the N C State Dept. of Health and Research Triangle Institute on matters related to the Consumer Health Survey
	1974	Philadelphia, Pa	1	32	HEW region III conference
	1974	Philadelphia, Pa.	<u>1</u>	<u>42</u>	HEW region III quality control meeting
			<u>8</u>	<u>\$ 407</u>	

Robert Gardner, Administrator, Payments Assistance Administration	1974	Philadelphia, Pa	1	\$ 47	Region III quality control meeting
	1974	Philadelphia, Pa	<u>3</u>	<u>132</u>	American Public Welfare Administration, Northeast Regional Conference
			<u>4</u>	<u>\$ 179</u>	
Sherwood S Garrett, Chief, Automatic Data Processing Division, Office of Adminis- tration	1973	New Orleans, La	4	\$ 284	Fifth National Conference on Public Welfare Data Processing
	1973	Lansing, Mich	2	180	Medical and Management Information System-- Michigan Department of Social Service
	1973	Nashville, Tenn	<u>2</u>	<u>250</u>	Hospital Information Systems Sharing Group
			<u>8</u>	<u>\$ 714</u>	
Viola Jefferson, Director of Ana- costia Project	1974	Dallas, Tex	<u>2</u>	<u>\$ 207</u>	Conference for Profes- sionals working with Integrated Human Services Projects

Jacqueline Johnson, Special Assistant, Office of the Director	1973	San Juan, P R.	5	\$ 311	American Public Welfare Association, Northeast Regional Conference
	1973	Harrisburg, Pa	1	51	HEW region III Joint State Labor Welfare Director--Conference on Work Incentive Program
	1974	Atlanta, Ga , and Boston, Mass	<u>7</u>	<u>380</u>	To meet with officials regarding day-care programs
			<u>13</u>	<u>\$ 742</u>	
Ettyce Moore, Special Assistant, Office of the Director	1973	Atlanta, Ga	<u>6</u>	<u>\$ 291</u>	National Association for the Education of Young Children Conference
	1974	Glenmount, N Y	<u>3</u>	<u>\$ 123</u>	Tri-regional Quality Workshop
Henry Ronson, Chief, Program Planning and Coordinating, Office of the Director	1974	Philadelphia, Pa	2	\$ 31	HEW region III Quality Control
	1974	Philadelphia, Pa.	<u>3</u>	<u>129</u>	Northeast Regional Conference
			<u>5</u>	<u>\$ 160</u>	

Albert Russo, Deputy Director for Social Services	1973	New Orleans, La.	<u>4</u>	<u>\$ 268</u>	National Institute on Crime and Delinquency
Raymond Standard, Administrator, Community Health and Hospital Admin- istration	1973	Los Angeles, Calif.	5	\$ 516	American Society for Public Administration Conference
	1973	Aspen, Colo.	39	1,340	Seminar "Effective Strategies to Change"
	1974	San Francisco, Calif.	6	515	State Provincial Health Authorities and American Public Health Association Meeting
	1974	Philadelphia, Pa	<u>1</u>	<u>61</u>	HEW Region III Family Planning Conference
			<u>51</u>	<u>\$ 2,432</u>	
William Washington, Jr., Deputy Director for Health Services	1973	Williamsburg, Va	<u>1</u>	<u>\$ 36</u>	Middle Atlantic States Conference of Mental Health Administrators
William Whitehurst, Assistant Director for Planning	1973	San Juan, P.R	4	\$ 266	American Public Welfare Association Northeast Regional Conference
	1973	Denver, Colo	3	90	Institute for Court Management Careers Conference

William Whitehurst
(cont)

1973	Atlantic City, N J	5	192	American Public Health Association Annual Meeting
1973	Philadelphia, Pa	2	68	Regional Conference on Findings of Task Force On Federal/State Relationships in region III
1973	Philadelphia, Pa	1	30	HEW region III Fort Lincoln Project
1973	Philadelphia, Pa	1	46	HEW region III meeting Separation of Services, Welfare Reform, and Anacostia Project
1973	Los Angeles, Calif	5	467	1973 National Conference on Public Administration
1973	Philadelphia, Pa	1	30	Meeting with HEW region III Commissioner
1973	Philadelphia, Pa	1	30	Meeting with HEW region III officials
1973	Philadelphia, Pa	1	29	Meeting with HEW region III officials--Goal Oriented Social Service Program--briefing by Booz-Allen-Hamilton

APPENDIX II

William Whitehurst (cont.)	1973	Honolulu, Hawaii	11	748	American Psychiatric Association Convention
	1973	Philadelphia, Pa	1	30	1973 Regional Conference of the National Council on the Aging
	1974	San Francisco, Calif	4	477	American Public Health Association Meeting
	1974	Philadelphia, Pa.	1	32	HEW region III conference
	1974	Philadelphia, Pa.	1	30	HEW region III meeting
	1974	Albany, N.Y	1	99	Tri-regional Quality Con- trol Training Committee
	1974	Philadelphia, Pa	<u>1</u>	<u>42</u>	HEW region III Quality Control conference
			<u>44</u>	<u>\$ 2,706</u>	
Joseph P. Yeldell, Director	1973	San Juan, P R	5	\$ 269	American Public Welfare Association, Northeast Regional Conference
	1973	Chicago, Ill	1	139	Human Resources Committee of the League of Cities
	1973	New Orleans, La	2	203	State Human Resources Directors meeting

Joseph P Yeldell (cont)	1973	Philadelphia, Pa	1	22	Meeting with HEW region III Director
	1973	Los Angeles, Calif.	5	449	American Society for Public Administration Conference
	1973	Philadelphia, Pa.	1	22	Meeting with HEW region III Commissioner
	1973	Philadelphia, Pa	1	22	Meeting with HEW region III officials
	1973	Los Angeles, Calif., via San Diego	5	500	To confer with San Diego City Welfare Officials to attend 1972 Institute for Study in Gerontology
	1974	New York, N Y	2	104	National Medical Association Convention
	1974	Philadelphia, Pa.	1	22	Meeting with HEW region III officials
	1974	San Francisco, Calif	<u>4</u>	<u>514</u>	American Public Health Association
			<u>28</u>	<u>\$ 2,266</u>	

MENTAL HEALTH ADMINISTRATION

34	Dr. Leonard W. Allen, Chief, Bureau of Developmental Dis- abilities	1973	Montreal, Canada	4	\$ 269	5th International Congress on Retardation
		1973	Atlanta, Ga.	<u>3</u>	<u>225</u>	American Association on Mental Deficiency
				<u>7</u>	<u>\$ 494</u>	
	James D Blount, acting Chief, Bureau of Mental Health Services	1973	Atlantic City, N J	4	\$ 215	American Public Health Association
		1973	Philadelphia, Pa.	4	196	Program Evaluation Seminar
		1973	Philadelphia, Pa.	1	80	State Agency Director's meeting
		1973	Philadelphia, Pa	<u>3</u>	<u>145</u>	7th Annual Continuing Education Seminar
				<u>12</u>	<u>\$ 636</u>	
	Maurice Corbin, Medical Officer	1974	New York, N.Y.	<u>6</u>	<u>\$ 215</u>	National Medical Associa- tion Convention
	Dr. George Franklin, Deputy Chief, Area C Community Mental Health Center	1973	Honolulu, Hawaii	5	\$ 440	American Psychiatric Association Annual Convention

Dr. George Franklin (cont)	1974	Detroit, Mich	<u>2</u>	<u>77</u>	National Black Psychologists Conference
			<u>7</u>	<u>\$ 517</u>	
Lee Lendt, Associate Administrator for Operations	1973	Williamsburg, Va.	3	\$ 172	Atlantic Conference on Mental Health
	1973	Baltimore, Md	3	83	Federal-State Mental Health Workshop
	1974	Boston, Mass	3	193	Seminar on Mental Health and Retardation of Children and Youth
	1974	Boston, Mass	<u>3</u>	<u>178</u>	Atlantic States Conference on Mental Health
			<u>12</u>	<u>\$ 626</u>	
Jefferson McAlpine, Administrator	1973	New York, N.Y.	1	\$ 49	Atlantic States Conference on Mental Health
	1973	Bellmawr, N.J	2	102	HEW region III conference-- Cooperative Federal, State, and Local Health Statistics System
	1973	Baltimore, Md	1	20	HEW region III conference-- Operational Planning, System Number 4

Jefferson McAlpine (cont)	1973	Honolulu, Hawaii	11	851	American Psychiatric Association Annual Meeting
	1973	Chicago, Ill.	2	254	National Seminar on Legal Problems of Dealing with the Mentally Disabled
	1973	Richmond, Va	3	85	President's Committee on Mental Retardation
	1973	Baltimore, Md.	2	64	Federal-State Mental Health Workshop
	1973	Boston, Mass.	1	140	Atlantic States Conference on Mental Health
	1973	Baltimore, Md	1	9	Federal-State Mental Health Committee
	1973	Williamsburg, Va	4	157	Atlantic States Conference on Mental Health
	1974	Boston, Mass.	3	165	Seminar on Mental Health and Retardation of Children and Youth
	1974	New York, N.Y	5	271	Annual Convention--National Medical Association
	1974	Miami, Fla.	5	475	Institute on Hospital and Community Psychiatry

Jefferson McAlpine (cont)	1974	Boston, Mass.	4	214	Atlantic States Conference on Mental Health
	1974	Dallas, Tex.	3	293	Conference of State and Territorial Mental Health Authorities
	1974	Fredricksburg, Va	<u>3</u>	<u>93</u>	Mental Health-Mental Retardation Annual Conference

51 \$ 3,242

Dr. Martin Mendelson, Supervisory Clinical Psychologist	1974	Montreal, Canada	<u>4</u>	<u>\$ 200</u>	Annual Convention, American Psychological Association
Eva Rose Towns, Chief, Area B Community Mental Health Center	1974	New York, N Y.	<u>5</u>	<u>\$ 213</u>	National Medical Associa- tion Convention

COMMUNITY HEALTH AND HOSPITAL ADMINISTRATION

Blanche Bourne, Chief, Bureau of Clinical Services	1973	Norfolk, Va.	<u>3</u>	<u>\$ 110</u>	Childhood Lead Poisoning Workshop
Elbert Bush, Program Administrator	1973	New Orleans, La.	3	\$ 286	National Conference on Public Welfare Data Processing
	1973	Louisville, Ky , and Chattanooga, Tenn , via Atlanta, Ga	4	260	To review Management Information Systems

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APPENDIX II

Elbert Bush (cont)	1973	Ann Arbor, Mich.	<u>4</u>	<u>197</u>	To participate in demon- stration of new automatic data processing terminals
			<u>11</u>	<u>\$ 849</u>	
William Chen, Medical Officer	1973	Atlantic City, N J.	4	\$ 185	Annual meeting--American Public Health Association
	1973	Boston, Mass	3	267	Annual Industrial Hygiene Conference
	1974	San Francisco, Calif	<u>4</u>	<u>397</u>	Annual meeting--American Public Health Association
			<u>11</u>	<u>\$ 849</u>	
Shirley Duhaney, Chief, Community Health Centers Div- ision, Bureau of Clinical Services	1973	Atlanta, Ga.	6	\$ 246	Training Course on Venereal Disease
	1973	New Orleans, La	<u>5</u>	<u>254</u>	Annual meeting--National Association of Neighborhood Health Centers
			<u>11</u>	<u>\$ 500</u>	

Roselyn Epps, Chief, Maternal and Child Health Division, Bureau of Clinical Services	1973	Philadelphia, Pa.	<u>2</u>	<u>\$ 62</u>	HEW region III meeting
Roberto Fuentes, former Chief, Research and Statistics Division	1974	San Francisco, Calif.	<u>5</u>	<u>\$ 470</u>	Annual meeting--American Public Health Association
Charles Hayman, former Associate Director for Preventative Services	1973	Philadelphia, Pa.	2	\$ 58	HEW region III Center for Disease Control Conference
	1973	Atlantic City, N J	<u>4</u>	<u>75</u>	Annual meeting--American Public Health Association
			<u>6</u>	<u>\$ 133</u>	
Siu Wah Lee, Medical Officer	1973	Columbus, Ohio	<u>5</u>	<u>\$ 198</u>	Ohio State University-- Course in Electromyography
Virgil McDonald, Assistant Director, Office of Adminis- tration	1973	Atlantic City, N.J.	4	\$ 175	Annual meeting--American Public Health Association
	1974	New York, N.Y.	<u>3</u>	<u>127</u>	Annual Conference National Medical Association
			<u>7</u>	<u>\$ 302</u>	

John R Pate, Chief, V D Control Branch, Bureau of Preventative Services	1973	White Sulphur Springs, W Va.	4	\$149	Annual meeting--D C Medical Society
	1973	Philadelphia, Pa	2	73	Annual HEW region III Center for Disease Control Conference
	1974	Ottawa, Canada	<u>4</u>	<u>389</u>	International Symposium on Gonorrhea
			<u>10</u>	<u>\$611</u>	
Frank Shuford, Special Assistant	1973	Jackson, Miss	2	\$202	Meeting with Medicaid officials
	1974	San Francisco, Calif	<u>5</u>	<u>(c)</u>	Annual meeting--American Public Health Association
			<u>7</u>	<u>\$202</u>	
Raymond Standard, Administrator	1973	Honolulu, Hawaii	<u>9</u>	<u>\$700</u>	International Symposium on Emergency Medical Services
Ishild Swoboda, Medical Officer	1973	Philadelphia, Pa	<u>2</u>	<u>\$62</u>	HEW region III meeting
Donald Wallace, Medical Officer	1973	Philadelphia, Pa	3	\$110	Annual region III Center for Disease Control Conference
	1974	San Francisco, Calif	<u>6</u>	<u>354</u>	American Public Health Association meeting
			<u>9</u>	<u>\$464</u>	

William Washington, Jr , Deputy Director for Health Services	1973	Philadelphia, Pa	2	\$ 82	Meeting on Implementation of Public Law 92-603
	1973	Philadelphia, Pa.	2	93	HEW region III workshop on Surveillance and Utilization Review Requirements
	1973	Baltimore, Md	6	379	Course on "Topics in Clinical Medicine"
	1974	New York, N Y	<u>6</u>	<u>211</u>	National Medical Association Annual Convention
			<u>16</u>	<u>\$765</u>	
Moe Weiss, former executive, Glenn Dale Hospital	1973	New York, N Y	<u>4</u>	<u>\$131</u>	Annual meeting--American Thoracic Society
			--	--	
Edward Wernitznig, Supervisory Medical Officer	1973	Philadelphia, Pa.	<u>2</u>	<u>\$62</u>	HEW region III meeting
			--	--	
Ozella Webb, Chief, Medical Assistance Unit, DHR--Office of Planning	1974	Detroit, Mich.	5	\$256	National Dental Association Conference
	1974	New York, N Y	6	241	National Association Convention
	1974	San Francisco, Calif	7	358	American Public Health Association Convention
	1974	Philadelphia, Pa	2	82	HEW region III--Family Planning Conference

Ozella Webb (cont)	1974	Miami, Fla.	3	^d 125	HEW National Conference for Developing Title XIX Health Maintenance Organization Contracts
	1974	Chicago, Ill	<u>2</u>	<u>105</u>	Early and Periodic Screening American Medical Association
			<u>25</u>	<u>\$1,167</u>	

^aTravel by employees in three of six DHR organizations--Executive Direction and Support, Mental Health Administration, and Community Health and Hospitals Administration Officials include all employees GS-15 and above FY 1974 travel from July through December 1973

^bCost of travel and number of days are based on estimates from the travel request and related documents in cases where a reimbursement voucher could not be located Travel costs are not included in cases where travel was paid by a private organization

^cTraveler paid his own expense

^dNo cost to D C. Government for transportation

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PUBLIC SCHOOLS OUT-OF-CITY MULTIPLE ATTENDANCE
AT CONFERENCES AND CONVENTIONS
DURING FISCAL YEARS 1973-74 (note a)

<u>Purpose of trip</u>	<u>Location visited</u>	<u>Number of employees making trip</u>	<u>Number of days on travel (note b)</u>	<u>Total cost of travel (note b)</u>
<u>FY 1973</u>				
Training Center for Open Space Schools	Minneapolis, Minn	2	3	\$ -
National Council of Social Studies	Boston, Mass	2	4	490
American Association for School Administrators	Atlantic City, N J	4	2-4	630
National School Boards Association Annual Convention	Anaheim, Calif.	4	4-10	2,514
Deliver School Systems Emergency School Assistance Act Proposals to regional office of the Office of Education	Philadelphia, Pa.	2	1	70
To produce equalization computer runs	Cherry Hill, N J	4	2	291
5th National Seminar on Year-Round Education	Virginia Beach, Va	2	5	437
To interview applicants for Superintendent of D.C Public Schools	Miami, Fla	2	1	480

APPENDIX III

To interview applicants for Superintendent of D C Public Schools	New York, N Y	4	1	375
International Reading Association Conference	Denver, Colo	25	4-5	9,809
Maryland Reading Institute	Ocean City, Md	7	3	783
Music Educators National Conference	Norfolk, Va	4	5	702
Mathematics Conference	Annapolis, Md	5	1	171
National Council of Teachers of Mathematics Regional Conference	Philadelphia, Pa.	3	3	347
Association for Supervision and Curriculum Development	Minneapolis, Minn	7	4-5	2,030
Conference with State Directors, Centers for Educational Advancement	Dallas, Houston, Tex , and Bay area, Calif.	4	6	<u>2,354</u>
Total cost--FY 1973				<u>\$21,483</u>
<u>FY 1974</u>				
National Leadership Training Institute for Gifted and Talented Educational Programs	Squaw Valley, Calif	4	14	^c \$1,710
To interview candidates for Superintendent of D C Public Schools	San Francisco, Calif	2	4	1,105

APPENDIX III

To interview candidates for Superintendent of D C Public Schools	Chicago, Ill.	4	1	617
National Association of Printers and Lithographers Exhibit	New York, N Y	2	1	132
Agency for Instructional Television-- regional meeting	Atlanta, Ga	2	2	350
The Council of Great City Schools	St Louis, Mo	2	3	<u>512</u>
Total cost--FY 1974				<u>\$4,426</u>

^aMultiple attendance consists of trips taken by two or more employees when funded by either District funds or portions of two Federal grants--Elementary and Secondary Learning Centers under Title 1 of the Elementary and Secondary Education Act and Technical Center for D C. Public Schools under the Educational Professional Development Act. These two Federal grants were selected because they accounted for \$19,500 of the \$59,000 spent for out-of-city travel during FY 1973. FY 1974 group travel is from July through November 1973.

^bCost of travel and number of days are based on estimates from the travel request and related documents in cases where a reimbursement voucher could not be located. Travel cost not included where travel was paid by a private organization.

^cPortion of the travel cost paid by the National Leadership Training Institute.

APPENDIX IV

DHR OUT-OF-CITY MULTIPLE ATTENDANCE AT CONFERENCES
AND CONVENTIONS DURING FISCAL YEARS 1973-74 (note a)

<u>Purpose of trip</u>	<u>Location visited</u>	<u>Number of employees making trip</u>	<u>Number of days on travel (note b)</u>	<u>Total cost of travel (note b)</u>
<u>FY 1973</u>				
National Topical Conference on Career Education for Exceptional Children and Youth	New Orleans, La.	6	4	\$ 1,626
3d National Association of Social Workers National Symposium-- Social Work Practice and Social Justice	New Orleans, La	10	3-5	2,730
HEW region III conference	Philadelphia, Pa.	11	1-4	1,055
American Public Health Association annual meeting	Atlantic City, N J	14	3-5	2,250
National Association of Black Social Workers annual conference	New York, N Y	6	4-5	1,064
HEW region III Occupational Alcohol Program Conference	Boiling Springs, Pa	9	2-3	613
American Association on Mental Deficiency	Atlanta, Ga	7	3-5	1,617
American Public Welfare Association Conference	San Juan, P R	5	4-5	1,357

APPENDIX IV

Orthopsychiatric Association Conference	New York, N Y	18	3-6	3,051
American Psychiatric Association Annual Convention	Honolulu, Hawaii	9	^c 5-11	^c 4,882
Total cost--FY 1973				<u>\$20,245</u>
<u>FY 1974</u>				
HEW region III Family Conference	Philadelphia, Pa	5	1-3	\$ 295
American Institute of Planners annual conference	Atlanta, Ga	9	5	1,879
American Public Health Association annual meeting	San Francisco, Calif	15	4-7	5,692
National Medical Association Convention	New York, N Y	9	1-6	1,566
American Association on Mental Deficiency	Morgantown, W. Va	13	1-3	1,591
HEW region III Food Stamp Quality Control meeting	Philadelphia, Pa	6	3-4	593
Therapeutic Camping Trip for Emotionally Disturbed Children	Drake Branch, Va	6	10-20	2,750
Total cost--FY 1974				<u>\$14,366</u>

^aGroup travel by employees in three of six DHR organizations--Executive Direction and Support, Mental Health Administration, and Community Health and Hospital Administration. Multiple attendance consists of trips taken by five or more employees when funded by either District funds or Federal grants. FY 1974 travel is for July through December 1973.

^bCost of travel and number of days are based on estimates from the travel request and related documents in cases where a reimbursement voucher could not be located.

^cInvolves some travel on other department business.

Mr B Quattrocchi

Room - 6741

MWD